

ADDENDUM
for a
PUBLIC FACILITY
Idaho Community Development
Block Grant
by

DEARY, IDAHO



on behalf of
DEARY RURAL FIRE DISTRICT

FIRE STATION COMPLETION

John Henderson, Mayor

March 9, 2009

walter m. steed
& associates
PROJECT ADMINISTRATION

1345 Ridgeview Drive

Moscow, Idaho 83843

(208) 883-0123

March 7, 2008

Donald A. Dietrich, Director
Idaho Department of Commerce
700 West State Street
Boise, ID 83720

Dear Mr. Dietrich:

The City of Deary respectfully submits this addendum to our application for an Idaho Community Development Block Grant on behalf of the Deary Rural Fire District. The District encompasses not only the City of Deary but also an additional 139 square miles of mostly rural, wild land interface.

Growth in the Fire District, especially over the past few years, has made it necessary to acquire additional apparatus to maintain quality fire protection that district patrons deserve. This requires that the District “double-up” with both structure protection apparatus and also wild land protection apparatus. This acquisition of additional equipment has caused them to outgrow their present building. Apparatus is not only “double-parked” inside the existing building but “nose to tail” with less than a foot between bumpers. This arrangement makes it difficult to walk from one end of the building to the other and impossible to move between some of the trucks. Basic maintenance on apparatus is impossible without taking it outside the building. This means other trucks must be moved out of the way so the one to be maintained or needed in an emergency can be reached. When responding to an emergency, this can greatly increase response times.

The District has been working on this problem for two years and has passed a \$250,000 bond issue, which, with in-kind labor and saved funds, will construct a new “shell” building on property adjacent to the present downtown Deary facility. Without the assistance of a grant the district cannot afford to complete the interior of the structure, which is necessary to make their operations practical.

Specifically, project work will consist of the completion of a 3,000 sq. ft. “shell” fire apparatus building on which bids were opened on February 19, 2009. Without being able to complete this new building, Deary Rural Fire District will remain constrained in its ability to serve the needs of persons in this area of Latah County. Thank you for your consideration.

Yours truly,

John Henderson, Mayor

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IV. ICDBG Application Information Form

Applicant: City of Deary

Chief Elected Official: John Henderson, Mayor

Address: PO Box 236, Deary, ID 83823

Phone: 208-877-1582

Sub recipient (if applicable): Deary Rural Fire District

Chief Elected Official: John Mozingo, Chairman

Address: PO Box 222, Deary, ID 83823

Phone: 208-877-1692

Application Prepared By: Walter M. Steed & Associates

Phone: 208-883-0123

Address: 1345 Ridgeview Drive, Moscow, Idaho 83843

Architect/Engineer/Planner: Greg McCracken, AIA, USKH Engineers

Phone: 208-746-2661

Address: 313 D Street, Suite 200, Lewiston, ID 83501

NATIONAL OBJECTIVE (MARK ONE)

☐ LMI Area ☐ LMI Clientele

☐ LMI Jobs ☒ Slum & Blight
 ☐ Imminent Threat

PROJECT TYPE (MARK ONE)

☒ Public Facility/ Housing ☐ Community Center

☐ Economic Development ☐ Senior Center
☐ Imminent Threat ☐ Other

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT:

TOTAL # LMI TO BENEFIT:

% LMI TO BENEFIT:

% MINORITY POPULATION: _____%

PROJECT DESCRIPTION: Completion of a 3,000 sq. ft. fire station shell building to house fire and EMS apparatus.

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX ***
ICDBG	\$250,000				
Local Cash	95,950			11-07	4
Local Loan*	250,000			8-06	4
Local In-Kind**	51,154			11-08	4
USDA-RD Grant					
EDA Grant					
State Grant					
Foundation Grant					
Private Investment					
Other (identify)					
TOTAL PROJECT FINANCING	\$647,104				

* Identify Loan Source(s) _____ USDA-RD _____ Date Bond or Necessary and Ordinary Passed 08/06

**Describe In-Kind match by type (i.e. materials, labor, waived fees, land value) and amount.

***Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

X. Idaho Community Development Block Grant Budget Form (Use only line items on pages V-7 & V-8)

Applicant or Grantee: CITY OF DEARY (DEARY FIRE)

Project Name: FIRE STATION COMPLETION

LINE ITEMS	ICDBG Cash	District Cash	District In-Kind	USDA/ RD Grant	State*	Local* Bond	Private Cash	Private In- Kind	Total
Administrative**	\$ 25,000	\$ 16,000							\$41,000
Land, Structures, Rights of Way		40,000							40,000
Engineering	30,000	37,950	12,644						80,594
Construction	195,000		38,510			245,000			478,510
Legal & Audit		2,000				5,000			7,000
Interest									
TOTAL COSTS**	\$250,000	\$95,950	\$51,154			\$250,000			\$647,104

*Identify funding source

**Administrative expenses and project planning design costs, when totaled, shall not exceed 10% of the total ICDBG amount.

V. Economic Advisory Council Page: Summarize the project need, how the need will be addressed, total project cost, the local ability to finance the project, the local effort and commitment, and the local and regional economic impact.

The Block Grant program is the final funding option to make this much needed fire station project a reality. In an area with a mixture of city structures and wild land exposure fire district patrons are paying increased taxes to pay back a \$250,000 bond issue to build the shell of a new fire station. Additional funds are needed to complete the structure, which will house quick response and first response, fire and medical apparatus.

This project is a major undertaking as another part of the long term planning of the Deary Rural Fire District. They are a victim of their own accomplishments having acquired multiple pieces of fire apparatus but not having adequate storage space to park it all. They very much need to upgrade their fire station space to operate efficiently. The project will provide a long-term solution to the need of the district to have a viable, space efficient plant by completing a 3,000 sq. foot shell building which they have raised funds to construct.

Growth in the area, especially over the past few years, has made it necessary to acquire additional apparatus to maintain quality fire protection that district patrons deserve. This requires that the District not only have structure protection apparatus but wild land protection apparatus as well. This acquisition of additional equipment has caused them to outgrow their present building. Apparatus is not only “double-parked” inside the existing building but “nose to tail” with only a foot or even less between bumpers. This arrangement makes it difficult to walk from one end of the building to the other and impossible to move between some of the trucks. Basic maintenance on apparatus is virtually impossible without taking it outside the building. This means other trucks must be moved out of the way so the one to be maintained or used in an emergency can be reached. When responding to an emergency, this can greatly increase response times.

The District has been working on this problem for two years and has passed a \$250,000 bond issue, which, with in-kind labor and savings, will build a new “shell” building on property adjacent to the present facility. Building costs, however, are extremely high and without a grant the District cannot afford to complete the structure, which is necessary to make operations practical.

Deputy State Fire Marshall Don Strong, in his letter of November 4, 2008, stated, “This building will help relieve the extremely crowded conditions that exist in your present facility.” He goes on to say, “Your two year attempt to accomplish this is only prolonging and adding to the cost and the sooner you can complete this project the better value for the community.” “Your willingness to provide in kind labor to help reduce the overall costs shows the additional commitments of your people to provide quality fire and ambulance response to the community you serve.”

While improving a slum and blight area, this project will also improve the health and safety of residents by providing realistic storage of fire fighting emergency equipment so that it can be maintained and accessed in a reasonable fashion. Local economic impact will be evident by providing protection of life and property.

XI. Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review?
☒ X Yes ☐ No

Deary Fire Station Phase I - "Building Shell Only" was bid on February 19, 2009 (See Appendix A). Completion of the design of Phase II, the subject of this ICDBG Application will be done this Spring.

If yes, list date submitted: _____

If no, list expected date to be submitted: ☐ May 2009 _____

2. Has final design (for bidding) begun? ☒ X Yes ☐ No

The shell building has been bid.

Final design for the "Interiors" portion of the project (Phase II and the subject of this application) is in conceptual design.

If yes, % complete: _____ 100% for Building Shell ☐ 0% for Interior _____

If no, what is expected start date: ☐ March 2009 _____

3. Will project include bid alternatives to meet project budget if necessary?

☒ X Yes ☐ No

4. Are Davis Bacon wage rates applicable to the project? ☒ X Yes ☐ No

If yes, are they included in the project costs? ☒ X Yes ☐ No

5. Have known environmental measures been included in project costs? (ex: dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.)

☒ X Yes ☐ No

6. What will expected construction contingency be at final design? ☐ 5 _____%

7. List the last date the owner and design professional discussed project design and details.

Date: February 23, 2009

8. Design Professional Cost Estimate may be found in Appendix A.

XII. Project Schedule

Project Activity	Date (to be) Completed	Documentation in Application Appendix
Grant Administrator Procured	July 2008	6
Design Professional	2006	
Other Funding Secured	October 2005	4
Permits Identified & Secured	January 2009	
Subrecipient Agreement Drafted	November 2008	9
Construction Documents Complete	January 2009	
Environmental Review Complete	April 2009	
Complete 504 Requirements	September 2009	
Complete Fair Housing Requirements	September 2009	
Bids Advertised – Phase I	February 2009	
Start Construction – Phase I	March 2009	
Bids Advertised – Phase II	May 2009	
Start Construction – Phase II	June 2009	
Second Public Hearing	September 2009	
Certificate of Substantial Completion	November 2009	
Closeout	December 2009	

- **Current Design Professional Cost Estimate**

USKH Engineering has developed Davis-Bacon considered cost estimates for the project. Since the Application of November 2008, the cost estimates were reviewed in mid-February after opening bids on Phase I and adjustments were made to reflect Phase I cost and the Department's reduction of the ICDBG to only \$250,000. A copy of the Architect's recommendation for acceptance of the Phase I low bid and his revised cost estimate for Phase II may be found in Appendix A.

- **Written Evidence of Community's Ability to Secure Local and Other Match**

In his letter of August 6, 2007, Dan Fraser, Director Community Programs of USDA-Rural Development stated, "Attached please find ... "Request for Obligation of Funds. This will serve as notice that a request for assistance from the USDA, Rural Development has been approved. A direct loan in the amount of \$250,000 has been approved." These funds are available to the District for construction of Phase I. and a copy of Mr. Fraser's letter may be found in Appendix B.

- **Documentation of Clear Title and Value of Any Purchased Property**

The District has owned the property on which the project is to be constructed for two years. Evidence of clear title may be found in Appendix F.

- **Pro Forma or Underwriting Assessment by the Lending Agency on how Rates were Determined**

See Written Evidence of Community's Ability to Secure Local and Other Match preceding.

- **Resolutions**

Fair Housing

On February 16, 2005, the City of Deary adopted the required Fair Housing Resolution which prohibited discrimination in the sale, rental, leasing, financing or providing of brokerage services related to land or housing in the city. The resolution was last published in the local newspaper on February 20, 2009 and a copy of the Resolution and publication can be found in Appendix C.

Anti-Displacement and Relocation Plan

On February 16, 2005, the City of Deary adopted the required Residential Anti-Displacement and Relocation Assistance Plan and a copy is included in Appendix C.

Excessive Force Policy

On February 16, 2005, the City of Deary adopted the required Excessive Force Policy. A copy is included in Appendix C.

Grievance Procedure

On February 16, 2005, the City of Deary adopted a Grievance Procedure to meet the requirements of the ADA. It was last published in the local newspaper on February 20, 2009. A copy of can be found in Appendix C.

Policy Regarding Non-discrimination on the Basis of Disability

On February 16, 2005, the City of Deary adopted a Policy Regarding Non-discrimination on the Basis of Disability and a copy is included in Appendix C.

Policy for the Provision of Effective Communication

This policy will be passed by the City Council at a future Council meeting.

- **Changes to Project Scope from Original Application**

The Council's limitation to a \$250,000 CDBG has required the District to reduce the scope of work from that in the original application. The following items have been deleted from the project:

- Asphalt paving of the driveway, wheel stops and concrete walks (future)
- Cabinets (future)
- Rubber wall base in Apparatus Bay (future)
- Painting of interior walls (to be done by volunteers)
- Flag pole and signage (future)
- Utility sink and shower (future)
- High Bay lighting fixtures (donated)
- Mezzanine for storage (future)
- Sprinkler System (not required)
- 6% Construction escalation factor (not needed in present bid climate)

Even though the architect is using the same unit costs as were used in the estimate last Fall, since the Phase I bid on the Shell Building was 30% below the architect's estimate, the project contingency for Phase II has been reduced to 5%, which is felt to be adequate. Finally, the following items will now be bid as alternates in anticipation of another low bid:

- Asphalt/Walks
- Cabinets
- Rubber wall base in Apparatus Bay
- Utility sink and shower

- **Answer to Question in Cover Letter – The narrative that addressed need and impact in your application was based on the project meeting a low-to-moderate income national objective. However, your project is meeting an elimination of slum and blight national objective; therefore, your narrative needs to describe how your project will accomplish this objective.**

B. Prevention or Elimination of Slum and Blight (260 points):

1. **Need (130 points):** The City of Deary in 2005 designated an area of their city as a redevelopment area, due to slum and blight conditions, which included deteriorated buildings and hazardous properties. The area, including the specific buildings where the existing fire station is located and where the new fire station will be constructed, is within an officially designated redevelopment area; Per the building survey of the area, a minimum of 25% of the properties are deteriorated or deteriorating (even after reconstruction of the community center and

new city hall); The city has established an official redevelopment boundary. City Resolution #188 identified commercial and residential building conditions (See Appendix D).

A copy of the City's Slum and Blight Analysis Report, map of the designated area, and Resolution establishing the area may also be found in Appendix D along with pictures of the properties. Pictures nos. 7 and 8 are of the lot the Fire District purchased for the new fire station building and from which structures were removed.

2. Impact (130 points): Over two years ago the Fire District purchased a lot in the slum and blight area which had on it a mobile home trailer used for storage and possibly a dilapidated outbuilding. The trailer was removed, the outbuilding demolished and the lot dressed-up in anticipation of the future new fire station project. Not only has clearing the lot improved the area, but also the construction of a new fire station building with landscaping, etc. will markedly improve the area, which faces the state highway through the community. The proposed activity, construction of a new fire station building, will address a condition that is contributing to the deterioration of the area; and the construction is an eligible activity under public facilities category HCDA Section 105 (a)(2). The construction of the new fire station is in addition to the construction of a new Community Building and City Hall in the defined area.

- **Revised Answer to Agency Viability Question in Application**

6. Agency Viability –

- (1) Completion of ICDBG Financial Profile Worksheet – The completed worksheet may be found in Section XIII of the application.
 - (2) Description of the applicant governing structure or framework such as district, association or board make-up - The Deary Rural Fire District is a District under the laws of the State of Idaho with a board consisting of three members.
 - (3) Stable funding sources and positive cash flow – The District currently receives approximately \$38,000 annually in tax revenues. It takes the maximum legal increase of 3% annually. The District is and has maintained a positive cash position.
- **Additional Information to identify steps taken to procure a certified grant administrator**

See Appendix E for information on the City of Deary's search method for procurement of a grant writer/administrator

Note: Enclosed in Appendix G is the project's Administrative Plan.

APPENDIX

A. PHASE I BID AND ARCHITECT'S UPDATED COST ESTIMATE

B. USDA-RD COMMITMENT LETTER

C. RESOLUTIONS AND PUBLICATIONS

D. DOCUMENTATION OF SLUM AND BLIGHT

E. GRANT ADMINISTRATION PROCUREMENT

F. EVIDENCE OF TITLE TO LAND

G. ADMINISTRATIVE PLAN

APPENDIX A

PHASE I BID

AND

ARCHITECT'S UPDATED COST ESTIMATE

APPENDIX B

USDA-RD COMMITMENT LETTER

APPENDIX C

RESOLUTIONS AND PUBLICATIONS

APPENDIX D

DOCUMENTATION OF SLUM AND BLIGHT

APPENDIX E

GRANT ADMINISTRATION PROCUREMENT

APPENDIX F

EVIDENCE OF CLEAR TITLE

APPENDIX G

ADMINISTRATIVE PLAN

CITY OF DEARY

ICDBG 09-II-xx-PF

March 6, 2009

REPRESENTATIVES

CITY :	John Henderson, Mayor City of Deary PO Box 236 Deary, ID 83823	(208) 877-1582
	Judy Heath, City Clerk City of Deary PO Box 236 Deary, ID 83823	(208) 877-1582
Fire District :	John Mozingo, Chairman Deary Rural Fire District PO Box 222 Deary, ID 83823	(208) 877-1582
Administrator :	Walter M. Steed Walter M. Steed & Associates 1345 Ridgeview Drive Moscow, ID 83843	(208) 883-0123
Architect :	Greg McCracken, AIA USKH Engineers 313 D Street STE 200 Lewiston, ID 83501	(208) 746-2661

ADMINISTRATIVE PLAN

A. Environmental Review:

- | | |
|--------------|---|
| Admn. | 1. Establish an Environmental Review Record File. |
| Admn. | 2. Complete an Environmental Assessment. |
| Admn. | 3. Make Environmental finding. |
| City | 4. If appropriate, publish the Finding and Request for Funds (ROF). |
| City | 5. Submit ROF and Assessment to Department for review and approval. |

B. Section 504:

- | | |
|-------------|--|
| City | 1. Adoption and Publication of 504 Policy on Non-Discrimination. |
| City | 2. Establish 504 Citizen Review Committee. |
| City | 3. Perform 504 Self Evaluation and Write Transition Plan. |

C. Fair Housing:

- | | |
|------------------------|---|
| City/
Admn. | <p>1. Adopt Fair Housing Resolution and create Fair Housing Plan consisting of:</p> <p style="margin-left: 40px;">An analysis of impediments (AI) to fair housing choice;</p> <p style="margin-left: 40px;">Actions to overcome the effects of identified impediments;</p> <p style="margin-left: 40px;">Maintenance of records to support the grantees' certification to affirmatively further fair housing.</p> |
|------------------------|---|

D. Construction Administration:

- | | |
|---------------------------------------|---|
| Admn. | 1. Establish Labor Standards Compliance file and assign responsibility. |
| Admn. | 2. Request current Davis-Bacon wage rates before advertising for bids. |
| Admn. | 3. Submit bid documents to Department for review and approval. |
| Admn. | 4. Update wage rates 10 days prior to bid opening. |
| Admn. | 5. Check contractor eligibility with Department before awarding contract (Federal Debarred List). |
| Admn. | 6. Document subcontractor eligibility and Davis-Bacon certifications. |
| Admn. | 7. Submit draft contract documents to Department for review and approval. |
| Admn./
Architect/
City | 8. Hold pre-construction conference with contractor especially to discuss labor standards requirements and other grant requirements. Submit signed minutes to the Department. |
| Admn. | 9. Collect, review and verify all payrolls. |

- | | |
|------------------------|--|
| Admn. | 10. Conduct worker interviews and verify against payrolls. (Complete at a minimum two interviews per contractor for every thirty days on a project.) |
| Admn. | 11. Report all payroll discrepancies to the Department. |
| Admn./
City | 12. Advertise and conduct mid-construction public meeting. |

E. Civil Rights Compliance:

- | | |
|--------------|---|
| City | 1. Establish a file containing the grantee's Affirmative Action Plan, Community Profile, grantee work force composition or other documents and statistics which demonstrate the grantee's efforts to benefit the local minority population as well as other nondiscriminatory policies and practices. |
| City | 2. File signed Section 3 Clause and other contractor Certifications. |
| City | 3. Comply with grantee Section 3 Plan and maintain documentation. |
| Admn. | 4. Submit MBE/WBE Solicitation Summaries for all solicitations for services, supplies or construction bids.. |
| City | 5. Implement, at a minimum, the required Fair Housing activities. |
| City | 6. Implement, at a minimum, Section 504 requirements; adopt and publish Section 504 Policy on Nondiscrimination; adopt grievance procedures if required; complete self evaluation; and complete transition plan if needed. |

F. Accounting Requirements:

- | | |
|------------------------|---|
| City | 1. Maintain a General Ledger for the ICDBG grant funds. It must show expenditures by budget categories and also by other funding sources. |
| City | 2. Maintain cash receipts and cash disbursements journals. |
| Admn. | 3. Maintain source documentation and file documents by Department of Commerce Request for Funds form. |
| City/
Admn. | 4. Accounting and Allowable Costs must be in accordance with OMB Circulars A-102 and A-87 plus Treasury Circular 1075. |

G. Audits:

- | | |
|-------------|---|
| City | 1. Audit services shall be secured in according to OMB Circular A-102 Attachment O. |
| City | 2. Audit shall be conducted according to OMB Circular A-128 and the Single Audit Act of 1984. |
| City | 3. Audit shall be submitted to the Legislative Auditor's Office for review and approval within 30 days of the audit's completion. |
| City | 4. ICDBG audit costs shall be allocated by the percentage of ICDBG expenditures in each fiscal year audit. |

H. Reporting:

- | | |
|--------------|---|
| Admn. | 1. Submit progress reports to the Department with each drawdown, or as required by the Department. |
| Admn. | 2. Report in writing to the Department any major compliance, performance problems, management problems, all construction commencement and completion, loan closings, defaults, etc. |
| Admn. | 3. Submit all contract amendments, change orders, and plan amendments to the Department prior to executing them. |